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Free business plan template for investors

The opinions of the entrepreneurs who contribute to this are their own. A business plan is a written description of your company's future, a document that tells you what you intend to do and how you want to do it. When you write down a paragraph on the back of an envelope that describes your business strategy, you have written a plan, or at least the germ of a plan. Business plans are inherently strategic. You start here, today, with certain resources and skills. And you want to get there, a point in the future (usually three to five years off), at this point your company will have a different set of resources and capabilities as well as higher profitability and increased assets. Your plan shows how to get from here to there. Connected: 7 steps to a perfectly written business planYou can visit our Small Business Encyclopedia to learn more about business plans or our FormNet section to get the necessary forms to get started. Before writing your planWrite your business planBusiness-ToolsBusiness Planning VideosVideo: What investors really think about your business plan. In our business magazine Roundtable, financial professionals talk harshly about the business plans of first-time entrepreneurs: Related: What Investors Really Think About Your Business PlanVideo: How Can I Hire Someone to Help Write My Business Plan? In the following video, Tim Berry, founder and president of Palo Alto Software Inc., responds to a reader seeking advice to find a low-cost author to help them with a business plan: Related: 25 Business Plan Tips From Professionals Get heaping discounts on books you love delivered directly to your inbox. We show a different book every week and share exclusive offers that you won't find anywhere else. Expand your business knowledge and reach your full entrepreneurial potential with the exclusive benefits of Entrepreneur Insider. For just USD 5 per month, you will have access to premium content, webinars, an ad-free experience and more! You can also take advantage of a KOSTENLOSen 1-year subscription to Entrepreneur Magazine. Discover a better way to hire freelancers. From business to marketing, sales, finance, design, technology and more, we have the freelancers you need to tackle your most important work and projects on demand. A business plan is a must, whether it's your goal to start a one-person business or a multi-million dollar business. However, if you want to start a simple product or service company as a sole proprietor or one-person business, you don't need a 50-page business plan. A shorter plan is enough. A quick and easy one-page business plan template can be made it easier to get started. If your business is in partnership or requires multiple employees, you may need a more robust business plan. Similarly, a one-sided plan will not suffice if you need debt or equity financing and want to impress financial institutions or potential investors. Lenders and investors require more detailed information in the plan, e.B: Your relevant industry Business and management experience A more thorough description of your target market, demonstrable need for sufficient demand for your products or services and how to meet this demand and turn a for-profit analysis of competition and how you will compete in the marketDetailed, realistic financial forecasts, including projected profit statements, cash flow forecasts and breakeven analysesA detailed section with details on facilities, leasing, equipment and personnel. Step-by-step instructions on how to create a business plan can guide you through each section of a full-size plan. Remember that a business plan is a living document and you can start with a one-page plan at any time and enlarge it with additional details if needed. You may be able to articulate the business overview, vision, goals, and concise action items on a single page, but you may want more detail in the finance and marketing areas. You can add, for example.B an additional page to your Price Strategy section for income and cash flow statements, and another for breakeven analysis in advertising and promotion. A one-page business plan must provide precise answers to several basic questions that need to be answered, such as.B: What is the need for your product or service? What is your competition and how will you differentiate yourself in the market? How do you make money, for example in terms of turnover versus expenses? How will you market your business? How will you get started? What are your capital requirements? The sample templates can be copied to a Word, Excel, or similar Office document by selecting the text and using Copy/Paste—with Windows, outline the text you want to select with the mouse, and press CTRL-C to copy and CTRL-V for paste. This template is suitable for freelance rs.B consultants, graphic designers, landscape architects and delivery services. In a one-sided plan, the answers to questions should consist of one or two sentences. Business Planning Template – Service Company Name Vision This section should articulate your hopes and dreams for the company. You can write a vision statement. For example: What are you building? What do you see in this store in x years? How do you want to expand your business and to what extent? For example, will you hire employees, open branches or take over the office? Are you planning to sell the company profitably or provide money for your retirement? Business Overview (or Mission) The business overview or mission should describe how you want to achieve your vision. For example: Which will you offer? What is your target market - who will buy your services? How do your services meet the needs of customers, for example, what is your unique selling point? How will you offer your services? Will you offer your services online, through your home business or at a business location? Price Strategy The Price Strategy section to show how your business will be profitable. Summarize your expected income and expenses: How much do you charge for your services? Briefly describe how your prices are competitive enough to attract customers, but are high enough to generate a profit after deduction of expenses. Consider breakeven analysis and pricing strategies. Advertising and Promotion This section describes how you want to provide customers with information about your services. For example, what are the most efficient ways to market your services? For example, will you market them through a business website, email, social media, or newspapers? Will you use sales advertising methods such as discounts for new customers? What marketing materials are used – business cards, flyers or brochures? What about transfers? Goals This section lists your goals and metrics for success by timeframe, as well as potential questions or challenges. For example: Capture 20% of the local market share by the end of the yearWin five steady customers in the first six months of operationEarn a net profit of 50,000 US dollars for the first fiscal yearList any obstacles or concerns, e.B:winter season or bad spring weather reduces the demand for landscaping services. Action Plans Briefly Describe the action elements needed to achieve your goals using milestone data. For example, a fully-equipped home office will be completed by date. Purchased by date business licenses and insurance. Until date purchase of the van negotiated with dealer. Start with date business website with description of services and price list. With date social media marketing plan in place and potential customers connected via Facebook and LinkedIn. Subscribed with date for cloud-based accounting software and set up customer billing templates. Describe possible solutions to possible obstacles: If landscaping services cannot be provided due to bad weather, consider other services such as snow removal or tree cutting. This template is suitable for companies that sell products such as food, beauty products and bicycle shops. In a one-sided plan, the answers to questions should consist of one or two sentences. Business Planning Template – Product Business Plan Company Name Vision This section should articulate your hopes and dreams for the company. You can write a vision statement. For example: What is your big plan and what do you see this business? How do you expand your business and to what extent? For example, plan to hire employees, open a second restaurant or production facility. Buying equipment to increase productivity, or going public and selling shares on a stock exchange? Are you planning to sell the business or retire and let your children take over? Business Overview (or Mission) The business overview or mission should describe how you want to achieve your vision. For example: What products will you sell? What is your target market - who Buy your products? How will your product offerings respond to the needs of customers? How will you sell your products - online or in the shop window? How do you deliver your products? For example, are they shipped, sold over the counter or delivered in person? Price Strategy Show how your business will be profitable by summing up your projected revenue from product sales minus your expenses: How much will you charge for your products? Briefly describe how your product quality and competitive pricing lure customers from competing companies, but are enough to make a profit after deducting manufacturing costs and costs. Consider breakeven analysis and pricing strategies. Advertising and Promotion Short outline the marketing plan for your products: How do you advertise your products in order to attract customers? For example, through a shop window, a business website, email, social media or newspapers. Will you use sales advertising methods such as free samples, product demonstrations and discounts? What marketing materials are used – business cards, flyers or brochures? What about customer feedback with digital or printed surveys, social media and recommendations? Target List your goals and metrics for success by timeframe, as well as potential questions or challenges. For example, sell 500 product units by the end of the year. Win two major customers within the first six months of operation. Have an average 50% occupancy in your restaurant within three months of opening. Earn a net income of USD 30,000 for the first fiscal year and USD 50,000 in the third fiscal year. Listing obstacles that can prevent you from achieving your goals, e.B:Suppliers who are unable to deliver sufficient product delays during renovations in the premises describe action plans In brief, describe the action elements required to achieve your goals by using milestone data. Example:By date business premises selected and leasing signedBy date renovations to premises completedBy date contracts negotiated with suppliers and wholesalers and signedBy date qualified employees setBy date purchase of van negotiated with dealerBy date start business website with description of products and price list By date social media marketing plan in place and potential customers acquired via Facebook and LinkedInBy date status of the sales system, customized and installedBy date products purchased and storedBy date employee training completedBy date premises open to companies list all obstacles or concerns and how you intend to For example, if wholesaler A is unable to deliver sufficient products, enter into contracts with backup suppliers. Be prepared to delay the opening if the renovations of the premises are not completed in time, or open and continue construction after business hours. Hours. Hours.

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